Self-Evaluation Checklist for Non-Discrimination Policies and Procedures:

Review Criteria	Yes	No	Comments
The agency has written non-discrimination policies and procedures in place which address the following areas:			
1. A statement that the agency does not discriminate on the basis of race, color, national origin (including limited English proficiency), religion, disability, age, sex or sexual orientation. **Note:** Certain agencies may be required to include additional protected bases in their non-discrimination policy, depending on the nature of the programs and funding sources.			
2. Written procedures for discrimination complaints, including: a. procedures for notifying TDH's Office of the Ombudsman of any program or services related discrimination allegations or complaints within ten (10) days of the allegation or complaint; (As required under TDH's Administrative Policy on Non-Discrimination in Programs and Services). b. procedures for referring complaints to the WIC State office and the USDA Regional Office of Civil Rights if the complaint is against the WIC program;			
3. Written policies and procedures for notifying all clients and applicants of the agency's non-discrimination policies and complaint procedures.			
4. Written policies and procedures for ensuring that all agency staff are trained in the agency's non-discrimination policies and complaint procedures.			
5. The agency has posted the following signs in a location visible to all employees, applicants and clients:			
a. All WIC clinics: "And Justice For All " poster displayed at least in English and Spanish.			
b. "Know Your Rights" poster (English/Spanish) (Not required for WIC only clinics)			
c. "Notice of Non-Discrimination on the Basis of Disability" poster (English/Spanish). (Not required for WIC only clinics).			

I affirm that the information provided in this checklist is true and correct to the best of my knowledge.	
Printed Name of Agency President/Executive Director:	**Signature of Agency President/Executive Director:**
Name of Agency:	**Date:**